



## **Academic Honesty in the Middle School at the International School Ho Chi Minh City**

### **\* Internal Policy \***

The International School Ho Chi Minh City believes that instruction in academic and personal honesty is a fundamental part of a student's education. Honesty and integrity are basic, desirable character traits as recognised in our Code of Conduct. Academic dishonesty is generally defined as cheating or creating a false impression of one's work and performance.

It is expected that you as an ISHCMC student will demonstrate academic honesty at all times. You will be taught and encouraged not to do any of the following:

- Copy another person's homework;
- Let someone copy your homework or assist in their cheating in any way;
- Look at another person's paper and copy their answers;
- Talk with another student during a quiz or test;
- Use hidden notes on a quiz or test;
- Share information about what is on a quiz or test with other students;
- Make up or change actual laboratory data;
- Have someone do your work for you, including a tutor or your parents. It is important that your parents/tutor do not do all of the work for you. Your role is to come up with the ideas and written work. It is not all right to let your parents/tutor do all of the work for you.
- Copy directly from the Internet, by cutting and pasting someone else's work into your work; this is plagiarism;
- Reword someone else's words and not give them credit for the ideas, and thereby pass someone's ideas off as your own; this is plagiarism;
- Use a foreign language translator to change from one language to another and then use that translation as if it were in your own words; this is plagiarism;
- Turn in an old project done by you or someone else;
- Let your partner do all of the work on a project and then put your name on the project as if you had done an equal share of the work;
- Forge another person's signature, including a parent's signature; or
- Perform any act of dishonesty in regard to your academic achievement.

You should assume that all work, including homework, is to be done individually unless the teacher states that working together on a particular assignment is permitted.

### **What will teachers do?**

- Your teachers will educate you about the seriousness of cheating and plagiarism. We understand that you as a Middle School student are still learning to understand what academic dishonesty involves.

- In each of your subjects, your teachers will explain to you the right ways to use someone else's ideas in your work. If you are not sure whether a particular behaviour is cheating or plagiarism, discuss the matter with your teacher.
- Teachers will make every effort to create an environment that reduces the pressure to cheat and plagiarize. They want to support you in your learning.
- Our school librarian will be happy to help you. Don't hesitate to ask the librarian questions.
- If a teacher recognizes cheating or plagiarism, or even suspects such a case, he/she will take immediate steps to deal with it. Each case will be treated individually.

### **How to avoid academic dishonesty:**

- Write in your own voice, not just in your own words. Make your work personal and uniquely yours. Express the ideas you have. Try to make as much of your work as original as possible.
- It is always OK to use ideas from someone else, as long as you give that person credit for those ideas. Always make sure to credit where you got the information you are using, both in the body of your written work and on your Works Cited page at the end.
- To do this, refer to the resource, "Compiling a WORKS CITED page, using MLA format". It is available in the library and your teachers will make sure that you have a copy.
- Be organized so that you don't have to try to produce work at the last minute. Last minute work often lends itself to cutting corners, and cutting corners can lead to academic dishonesty. Give yourself time to do the work properly.
- When you do research, keep good records of where you have found the information you will use.
- Always include a Works Cited page, which is a list at the back of your project of all of your sources of information (Internet web pages, books, magazine articles, and so on).

### **How do you get caught?**

- New computer technology makes it very easy to find out if you have copied something directly from the Internet.
- Teachers talk to one another and may learn of your cheating from another teacher.
- Teachers remember work that was turned in by other students in the past. When correcting papers and exams, they do not forget what other students have written.
- Teachers know your style of writing. They often recognize what was actually written by you and what someone else probably wrote.

### **Consequences of Academic Dishonesty in Middle School:**

**First time:** The teacher will explain through verbal and/or written feedback why the student's work is inappropriate, and the student will be required to redo the work until that work meets the criteria for honest work.

**Second time:** A note will be placed in the student's planner by the subject teacher, explaining to the parents that the child is having difficulty with Academic Honesty. The work will need to be resubmitted, looking for improvement following the feedback and support given by the teacher. The student will also be required to complete a Student Reflection Sheet, which will also contain a section for feedback from the student's parents. The overall grade for the work submitted may be reduced at the discretion of the teacher.

**Third time:** The student will be referred to the Head of the Middle School who will determine further consequences. These consequences could include detention or suspension.



**ACKNOWLEDGEMENT OF  
ACADEMIC HONESTY POLICY**

**MIDDLE SCHOOL**

I have read and understood the Academic Honesty Policy for Middle School students of International School Ho Chi Minh City. My teachers have given me opportunities to ask questions in order that I completely understand the policy and how it may affect me.

My signature below means that I will do my best to submit work that is my own, following the guidance given by my teachers. I am aware of the consequences involved if I am academically dishonest while I am a student at the International School of Ho Chi Minh City.

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have discussed this policy with my child and I also understand the consequences of Academic Dishonesty in the Middle School at ISHCMC.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Reflection on Academic Honesty

You have been asked to write a report or reflection on your academic honesty by your teacher. By answering the following questions you should be able to understand how to complete the work without breaking school rules on academic honesty.

Student: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

Assignment / Task: \_\_\_\_\_

1. Explain what it is that you have done that breaks the school rules on academic honesty and why you did this (it might be a good idea to both read through the rules and include quotations from them as relevant):

2. How was your dishonesty uncovered?

3. What steps and strategies will you now use as you resubmit the work in order to follow the policy on academic honesty?